

March 2, 2018

ADDENDUM  
City of College Park  
RFP CP – 18 – 03

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1. We only have 1 certified arborist on staff but we have an additional 3 Qualified Professionals. Does this preclude us from the proposal or would it be acceptable for the certified arborist to oversee the Qualified Professionals on the project?

The qualification requirement for the selected project consultant is to have at least 3 ISA certified arborists on staff that has been employed by the consultant for 1 year. This requirement is stated in item #8 in the RFP documents. Item #9 in the RFP documents identifies conditions related to assignment. This identifies the requirements for a consultant that may be utilizing subcontractors for a portion of their proposal. ISA arborists could be utilized as subcontractors to meet the requirements of item #8 as long as they are identified in the proposal.

2. The bid package that I downloaded starts on page 10 with 1. **ADVERTISEMENT**. Do pages 1-9 exist as part of this the package? If so, how can we get them?

The advertisement begins on page 10; there are no pages 1 – 9.

3. Does the City have a budget for the project, and will/can this be disclosed? Knowing your budget will help us know if our standard protocols and technology will meet your needs.

Yes, \$15,000 is budgeted for the project.

4. Do you have an estimated tree count for street trees and private trees?

The number of street trees previously inventoried is about 5,000. Trees on private property have not been inventoried and should not be included in the street tree inventory.

5. On page 17 the 5<sup>th</sup> full paragraph is a broad indemnification clause. Considering that we will be reviewing data collected earlier by others this is a high level of liability to take on. Can the clause be removed?

No, the clause cannot be removed. The main goal of this project is to collect accurate, current data.

6. Can the city provide the existing street tree inventory in GIS and Excel formats or a sample of the dataset?

Yes, if you would like the data, please contact me for the link.

7. How many trees will be updated during the tree inventory edit/verification process?

About 5,000 street trees.

8. How is planting space identified, via the urban tree canopy assessment or as a data point collected during the inventory? If through the inventory, should small, medium and large vacant planting site be added to the data collection specification?

Planting space can be identified via the urban tree canopy assessment to target neighborhoods that would benefit from additional trees on private property. Data points can be collected during the street tree inventory to identify potential planting sites. Overhead utility lines should also be identified to aid in the selection of the tree species.

9. Is the inventory an update, meaning the contractor will verify location and species, and then update existing data points with condition and DBH?

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The street tree inventory for this project will consist of a new inventory reflecting current field conditions of tree location, species, dbh, overall condition rating (good, fair, poor, dead) and include a hazard mitigation field to recommend removal, pruning or cabling to reduce the hazard. Inventory fields should be similarly aligned to the old inventory to facilitate a comparison from old data to new data.

10. Please confirm only location, species, condition and DBH will be verified and updated during the inventory for existing points.

These are the fields that should be identified as well as a hazard mitigation field to recommend removal, pruning or cabling to reduce a hazard will need to be included.

11. During the inventory, will new data points be added for trees planted since the previous inventory? If new trees are to be added, what data fields will be collected for new trees?

Yes, new trees planted will need to be identified by a new data point and the same data for the fields listed in questions #9 & #10 above will need to be collected.

12. If a tree has been removed, will it be noted in the inventory update?

No. Consultant can perform a comparison of the new inventory data to the old inventory to identify where losses have occurred.

13. Please list the specific city policies and practices are to be reviewed and please detail how the city wants the review to occur? Is the review solely a document review or are staff interviews required?

Review of the City code related to the Tree & Landscape Board, and the DPW Vegetation Management Plan are the main documents to review. At least one staff interview should occur with the Project Manager for information on current practices.

14. On page 13, the rfp states "The information derived from this assessment will be used to establish a UTC baseline of known accuracy (% coverage), establish classification methodology that can be used to track canopy gains and losses over time, and develop a sound urban forestry management plan based on the current UTC to establish priorities and objectives that will provide collective ecosystem benefits." Please clarify if, during the GIS assessment and/or inventory analysis, ecosystem benefits are to be calculated? If benefits are to be calculated, then please clarify which environmental benefits (for example, stormwater, air quality, etc.) the city wants to be assessed and if they are to be calculated for both the inventory and GIS data or just the inventory or just the GIS data?

Calculated ecosystem benefits should be primarily based on the street tree inventory, if there is a mechanism to determine ecological benefits from the UTC assessment data, they should also be included. Ecological benefits include CO<sub>2</sub>, carbon sequestration (air quality), and storm water.

15. How does the city want information about UTC species benefits estimated? Through analysis of inventory data using i-Tree Streets or GIS; please clarify the scope of work?

GIS analysis of UTC information.

16. On page 13, the scope states that the report will make recommendations for ROW street trees and vacant planting spaces. What is the city looking for specifically, such as, a tree species list, a GIS tree planting plan, or the area of canopy that can be created or the number of the stems a defined planting area can accommodate? Please clarify the intent and scope of work for the ROW street tree and vacant planting spaces recommendations.

A recommended street tree planting list for suggested species that are suitable for urban conditions in this hardiness zone. Prioritized street tree planting plan, by neighborhood with the least street tree canopy coverage, from the street tree inventory.

17. What projection is desired for the data and deliverables?

The data projection will need to be identified for the maps and compatible with ARCGIS; shapefiles will be a deliverable. Our GIS data will be provided in Maryland State Plane Datum and is typically projected to Lambert Conformal Conic.

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18. Does the city have recent LiDAR data?

No. The city does not provide LiDAR data, but LiDAR data encompassing the City is publicly available from State & County GIS Data Portals.